

DISA Screen Adjudication User Guide

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Adjudication

If your account is configured for the adjudication process in the legacy system, the orders will be processed through DISAScreen's adjudication workflow.

General Flow

As each search completes, they will be pre-adjudicated by DISAScreen (Tier 1 or Tier 2) automatically. Once all search grades are assigned an overall Final Order grade will be assigned to the report.

- DISAScreen will assign a tier/grade to each search in an order.
 - Tier 1 if clear {no records}
 - Tier 2 if any discrepancy is found {records found}



- Once all searches are assigned a grade, the system will set the Final Report grade (Tier 1 if all searches are clear
 or Tier 2 if any discrepancies are found).
 - Note: social security trace & address history does not go through grading in DISAScreen, as it is a
 database search.



Changing Order Grades

What if you need to change the order final report grade? You can do so by following the process below.

• **Example 1**: Final Report grade is Tier 2. The candidate provides you, the client, with further information to explain the discrepancy. If the information provided is enough for you to want to change the order grade from Tier 2 to Tier 3 you can do so!

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How to change the Final Report grade

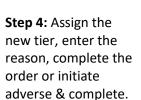
Step 1: Click on 'Readjudicate Order', at the order level

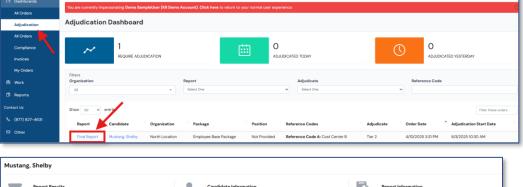


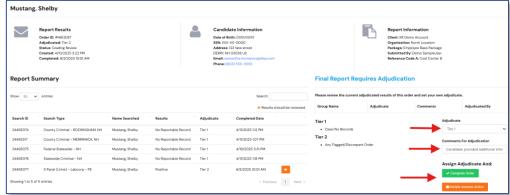
Step 2: Enter the reason for change and click 'Readjudicate'



Step 3: Order will move to the Adjudication dashboard, allowing you to change the grade. Click on 'Final Report' to change the grade.





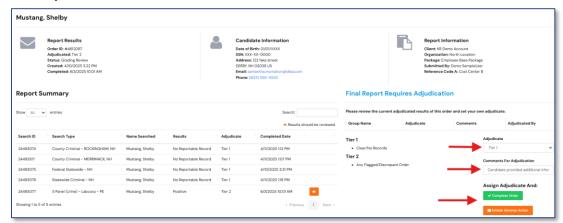


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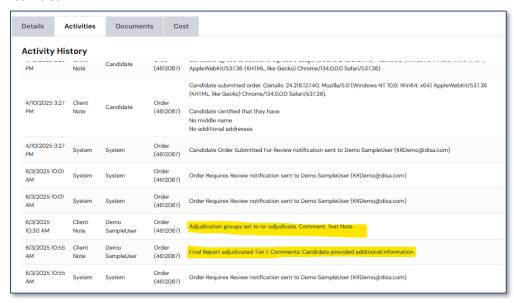
Where to locate changes made.

Once you change the grade you will see the changes on the final report and all activities will be captured.

Final Report



Activities



Who can change the Final Report order grade?

Only the approved admin users / adjudicator(s) will have the ability to re-adjudicate an order, if needed.

Support

Contact our DISA Support Team with any questions you may have. <u>Dscreen.Service@disa.com</u> or call 877-827-4631

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